

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ARTS COUNCIL PROGRAM COORDINATOR

POSITION CODE: 01526  
Effective: 7-16-87

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans, organizes, and coordinates a statewide program in the promotion and development of the arts; performs liaison duties in the development of the arts; reviews and evaluates grant-in-aid proposals for compliance with the Illinois Arts Council's financial assistance programs; provides professional consultation regarding Arts Council services; serves as a program resource to the Illinois Arts Council.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops, implements, and coordinates programs in a specific area of the creative and/or performing arts to assist in the promotion and development of the arts at the community level in the State of Illinois; develops internal procedures and guidelines for the administration of such programs.
2. Coordinates the review of financial assistance programs administered by the Illinois Arts Council; screens application proposals and gathers missing or supplemental information; may provide recommendations to the council in the approval of grant awards; monitors approved programs; investigates the feasibility for alternative funding sources.
3. Acts as liaison with a variety of community-based organizations seeking to develop both long-range and short term arts programs; answers questions and provides guidance in applying for grants; writes and negotiates contracts between artists and organizations; resolves a variety of administrative and procedural problems; convenes a panel of experts to make selection of artists.
4. Arranges exhibitions, competitions, and showing for artists' participation; designs and coordinates announcements and solicitations, screens artists submittals, and convenes a panel of experts for judging; makes physical arrangements for public exhibitions and performs liaison functions with sponsoring organizations.

## ARTS COUNCIL PROGRAM COORDINATOR (Continued)

5. Attends Illinois Arts Council meetings; serves as a program resource to the Arts Council and to its various committees; compiles and recommends to the council lists of potential panel members in various areas of the arts to participate in the exhibition selections processes; attends and participates in staff meetings for organizational planning.
6. Provides training in areas of responsibility and guidance on problems.
7. Prepares activity reports on financial assistance programs; prepares and maintains records of program budgets; approves payments to artists and organizations; prepares annual program budget for area of responsibility.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill, and mental development equivalent to completion of four years college, with courses in the liberal arts, the humanities, the performing or fine arts, or closely related field.

Requires three years progressively responsible professional experience in the development and promotion of arts programs.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the policies, procedures, and programs of the Illinois Arts Council.

Requires extensive knowledge of the National Endowment for the Arts and its programs.

Requires extensive knowledge of the principles, methods, and techniques used in the promotion and coordination of arts programs.

Requires extensive knowledge of principles and practices of grants application and monitoring.

Requires ability to plan and coordinate Arts Council programs.

Requires ability to establish and maintain working relationships with artists, community and not-for-profit arts organizations and sponsors, Arts Council members, coworkers, and the general public.

Requires ability to direct the activities of others.

Requires ability to communicate effectively both orally and in writing.

Requires ability to travel extensively throughout the state.

Requires ability to gather and coalesce a variety of material into comprehensive reports.